USE OF TRAIL SYSTEM & ROAD RACE VENUES APPLICATION

**Applications recommended a minimum of 6 months in advance of your event to secure facility.

Promoter: _____ Organization: _____

Event Name: _____ Event Date/Start Time: _____

Race Director: _____ Day Phone #: _____ Fax #: _____

Email address: _____ Cell Phone #: _____

Address: _____ City, St., Zip: _____

Estimated Number of Participants: _____ Event Website: _____

Race Type: ☐ Run ☐ Walk ☐ 1 mile ☐ 3K ☐ 5K ☐ 4 mile ☐ 10 k ☐ Other: _____

Event Exhibitors (please add extra sheet with additional)

_____

_____

_____

_____

Event Vendors (please add extra sheet with additional)

_____

_____

_____

_____

GENERAL CONDITIONS:

The City of Peoria shall exercise its best efforts to accommodate requests. The City of Peoria has the right to cancel any and all scheduled events at specified use times due to any construction schedule for Rio Vista Park expansion/reconstruction, and/or City sponsored special events and activities. The City will inform the promoter in writing of such situation at least sixty (60) days prior to the start of the use period.

It is the responsibility of the race director to abide by the Letter of Agreement (see reverse) and contract when conducting an event at any Trail System or Road Race Venue. Action will be taken if guidelines are not followed, ***including the forfeit of your reservation fee.***

ALL fees are to be paid on/before deadlines listed below. If payments are not made by deadline, the event will be cancelled.

- Signed Contract & Certificate of Insurance – A signed contract (provided by the City of Peoria) and certificate of insurance (listing the City of Peoria as Additionally Insurance AND a Certificate holder) for a minimum of $2 million of General Liability and $1 million General Aggregate coverage must be submitted.
- Facility Reservation - A reservation fee of $450.00 is required at the time of contract submittal (contract will be provided to you by the City of Peoria). **If promoter, for any reason, cancels the event the reservation fee is forfeited to the City.**
- Racer Fee – A $1 fee will be assessed per registered runner upon completion of the event. All fees will be calculated on the business day following the event and an invoice sent by email to the race director/event promoter. Fees are due in full one week after the invoice date.

FOR OFFICIAL USE ONLY

FINANCIAL SUMMARY: **RENTAL #**_____

1. Forms Received: Letter of Agreement _____ Signed Contract _____ Certificate of Insurance _____
2. Registration Fee ($450) Received By: _____ Date: _____ ❑ Check ❑ Cash ❑ CC
3. Racer Fee ($1/registered racer) Received By: _____ Date: _____ ❑ Check ❑ Cash ❑ CC

Payment Will Be Accepted By Check, Money Order, Cash or major Credit Card on due dates

The City of Peoria charges $30 for returned checks. Any future transaction will need to be in cash or money order only.

USE OF TRAIL SYSTEM & ROAD RACE VENUES
LETTER OF AGREEMENT

EVENT PROMOTER'S RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. In order to complete the event reservation a signed contract, certificate of insurance, and fee of $450 must be received as specified in the Application (see reverse).

2. The Event Promoter will provide City of Peoria Staff with a list of exhibitors and vendors that will be present at the event. All vendors must have a separate contract with the City of Peoria.
   - Vendors are defined as groups/individuals that will be selling items at the event.
   - Exhibitors are defined as groups/individuals that will be providing information at no charge.
   - **All vendors and exhibitors must provide their own Certificate of Insurance** (requirements specified in the Letter of Intent) and are suject to fees and revenue sharing as negotiated by the City and individual vendors.

3. Notify City of Peoria Staff of any changes in the type of event which you will conduct. If the information in your original request is not current, notify the staff at least 90 days prior to the event.

4. The event schedule and all details must be submitted to City of Peoria Staff five (5) business days prior to scheduled event date. The City of Peoria and the promoter shall hold an operational meeting/phone discussion at this time.

5. Cancellation of any event must occur a minimum of six (6) months before the scheduled event start date. Failure to do so will result in forfeiture of the registration fee.

6. City staff reserves the right to cancel events due to adverse trail/course conditions. In the event of inclement weather, City of Peoria Staff shall exercise judgement on the usability of the site. This includes an evaluation of potential site damage and projected costs for material.

7. The race director is responsible for all event participants parking in the designated parking spaces. Vehicles parked illegally can/will be ticketed by City of Peoria Police and/or Park Rangers. **NO VEHICLES** are allowed onto the trail system or into the ramada areas. Any supplies and/or materials used must be carried in by hand.

8. The race director is responsible for all event participants to adhere to City of Peoria Park Rules and Regulations regarding alcohol, dogs/pets, glass container, park hours, operation of vehicles in City parks, defacing public property, etc.

9. Flyers, banners or posters displayed at the park and/or race site must be pre-approved by City of Peoria Staff. Posting locations will be assigned by City Staff.

10. As Event Director, you are responsible for conducting yourself in a courteous and professional manner at all times.

11. As Event Director, you are the person held responsible by the City for the operation of the event as well as for all payments. **Facility reservations cannot be passed on to second parties**.

COMPLIANCE WITH THE GUIDELINES IN THE "LETTER OF RESPONSIBILITIES" IS EXPECTED FROM ALL EVENT PROMOTERS; OTHERWISE, FURTHER EVENT DATES WITH THE CITY MAY BE JEOPARDIZED.

Thank you for you cooperation!

Promoter Signed: _____ Date: _____